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ABSTRACT

Designed as an annotated guide, this preliminary catalog highlights and describes 30 promising library projects in 10 states that were originally funded under the Library Services and Construction Act. The description of each program includes a one or two paragraph description and information on users, facilities required, financial requirements, and evaluation procedures. Criteria for replication of the projects are listed, including staffing and training requirements. A list of services offered by the project library and the name and address of a contact person complete the listing. A subject index is included. (PF)

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LIBRARY PROGRAMS
WORTH KNOWING ABOUT

Preliminary Edition

June 1976

Prepared for the

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by the
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San Francisco

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

This preliminary catalog highlights and describes a number of promising library projects that were originally funded by the U.S. Office of Education and State Library Administrative Agencies under the Library Services and Construction Act.

Designed as an annotated guide, this catalog supplies useful knowledge of current library programs from a sampling of ten states. It contains a diverse group of projects that are meeting the challenges and demands of today's users in equally as many diverse ways. The intention is to suggest creative new approaches that other libraries might wish to try. Librarians are encouraged to examine the entire booklet to identify strategies that might be useful in meeting a local need or opportunity.

Publication of this sourcebook launches a concentrated effort to disseminate information about worthy library programs and thereby further extend the capabilities of libraries throughout the country to serve the public.

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LIBRARY PROGRAMS WORTH KNOWING ABOUT was largely written by staffs of the various projects described in the following pages. Without their full and willing cooperation, these descriptions could never have been generated. However, the reader is cautioned that some errors may have crept into the text due to the limited time available for checking the various entries. We would appreciate receiving corrections, comments, and suggestions for improvement of future editions of this sourcebook. Correspondence may be directed to: State and Public Library Services Branch, Office of Libraries and Learning Resources, 7th and D Streets, S.W., Room 3124, Washington, D.C. 20202.

* * *

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PROJECT: ADULT BASIC EDUCATION, LIBRARY SPONSORED

- Description:

A joint venture between the public library and the independent school district for establishment of ABE learning centers in library branches and the Central building. The project assists adults with less than a high school education to: acquire English as a second language, acquire basic career, reading and learning skills, prepare for a G.E.D. test and develop the habit of library use for self realization. Terminals link two of the centers to televised instruction.

Instructors and aides assist students in programmed instruction through the use of learning machines (hardware), software and workbooks. Brochures advertising the service are distributed widely and public service announcements are made frequently.

- Users:

Clients over 16 years of age, primarily high school dropouts, largely black and adults learning English as a second language with Spanish the native tongue--also Vietnamese, Greeks, Arabs.

- Facilities/Materials Required:

Study carrels, Hoffman machine kits, System 80 and kits, "talking alphabet," Study Mates filmstrips, Language Master Kit, record player, tape recorder, EDL controlled reader and kit, sotrage cabinet, table and chairs, high interest/low vocabulary books, career and vocational books and non-book media (filmstrips, film, cassettes).

Learning Center is placed off main traffic areas but as an integral part of the public service area to benefit from the library environment, approximately 300 square feet.

- Descriptors:

Adult Basic Education, Career Education, Audio-Visual

- Financial Requirements:

Start-up costs including equipment and salaries was $6,808 for a nine months (school) year, with $3,872 for salares for 5 days, 4 hours per day provided by the Independent School District. Library expenditures were $5,000 initially for appropriate hard and soft cover and a/v materials including "transitional" subject matter and level. Within three years at $5,000, adequate additional resources were acquired. Desirable to include initial $15,000 outlay.

- Evaluation:

This joint school/library venture has significantly increased awareness in the community of library services and their effectiveness as an instrument for self-development, particularly among the economically and culturally deprived. The library environment is conducive to learning, and the combined attention to individual needs by instructors and librarians provide high-level motivation for learning and continuing library use by students. At any given time during the year, a minimum of 500 students are progressing at their own rate to receive basic education and employment. Success is judged by the school on basis of number of students per instructional hour. For continuation of a Center, each instructor must have 5 students per instructional hour. The fact that the school increased, on its own, from the original two to five demonstrates the success.

CRITERIA FOR REPLICATION:

- General Criteria:

  Attitude of involvement by public service staff, need for school program of ABE and desire by school administration to establish centers in library. Acceptance by library's governing authority and a citizen committee to involve adults needing the service.

- Staffing and Training Requirements:

  No additional library staff required, but desire to give individual attention to student needs in making the transition of the student from functional illiterate (at worst) to library user is essential. The instructional staff is trained and employed by the school, and daily communication between these people and library staff is necessary.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Student progress reports, publicity brochures, spot announcements, statement of objectives and measurements, records of G.E.D. tests passed, records of employment following instruction, records of library cards issued and materials circulated.

- Demonstration, visitation:

  Four branch libraries and Central Building, five days per week, four hours per day (hours may vary from site to site). Call for current information on hours.

- Training capability:

  None needed for librarians.

- CONTACT:

  Mabel J. Fischer (Mrs. T. C.)
  Director
  Fort Worth Public Library
  Ninth & Throckmorton Streets
  Fort Worth, Texas 76102
  (817) 335-4781

PROJECT: CHILDREN'S THEATER

- Description:

The project aims (1) to bring live theater to children who might otherwise not have the opportunity to view it, (2) to stimulate children's imaginations and interests in the arts, and (3) to associate libraries with exciting aural and visual activities to supplement the traditional book collection. Performances of children's plays (minimal props, but fantastic costumes and much audience participation) were presented in libraries and schools across an 8-parish area.

- Users:

Children from ages 5-11.

- Facilities/Materials Required:

"Stage area," not necessarily a formal stage, at least 10' by 10', with area nearby for audience to sit. Also area for performers to change costumes and put on make-up. The less distinction there is between stage area and audience area, the better. Branch libraries and school gyms, for example, are acceptable.

- Descriptors:

Children Services
Arts and humanities

- Financial Requirements:

Library system contracted with local college theater group to develop productions for fee of $75 for each performance. (At least ten performances are given for each play, for minimum outlay of $750.) Handouts (photo-offset) given credits to players and play itself cost additional $20.

- Evaluation:

This project has been the single most popular project of the Green Gold Library System since the project started in 1972. Children consistently fill branch libraries where performances are held. Each production reaches about 3,000 children for costs as low as 25¢ per child.

CRITERIA FOR REPLICATION:

- General Criteria:

  Audience of children who do not normally have access to live theater.

- Staffing and Training Requirements:

  Staff member willing to coordinate performance dates, times, and places.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  News, radio and TV releases to publicize program; small offset handouts giving credit to players and play itself. (Props costumes, make-up provided by college players as part of fee for performing.)

- Demonstration/visitation:

  Visitation by appointment. Consultation by phone or mail.

- Training capability:

  Consultation by phone, mail, or visitation at location below.

- CONTACT:

  Bill Drewett, Director
  Green Gold Library System
  400 Edwards Street
  Shreveport, LA 71101

PROJECT: COMCAT (Computer Output Microform Catalog)

- Description:

Florida established the goal of making all the books and materials in the state more readily available to the citizens of Florida. An objective of this goal was the creation of a union catalog of Florida's library holdings. COMCAT's primary task was the conversion of 100% of the monographic title holdings of each of five resource center libraries. Its secondary task was to convert as many additional titles as possible from the university holdings with the time and money available. A third task was to provide a base for future expansion of the union catalog and to insure the ongoing currency of the catalog.

As a result of this project, 1,403,983 title records were converted to computer readable form through use of the on-line services of the Ohio College Library Center (OCLC). When sorted and merged, these condensed to a union catalog of 639,026 titles with 1,233,322 locations listed.

- Users:

Florida State Library, four largest public libraries and ten largest academic libraries utilize the catalog to serve their clientele by Interlibrary Loan as well as serving the entire state through the Florida Interlibrary Loan Network.

- Facilities/Materials Required:

* Data Base access
* 2,000 square feet of space
* 30-50 computer terminals on line to Data Base
* Microfilm of target library shelflists
* 30-50 microfilm readers
* 3-6 microfilm reader-printers
* National Union Catalog

- Descriptors:

* Library networks
* Interlibrary cooperation

- Financial Requirements:

Administration & Personnel	$600,000
Computer services	200,000
Equipment	111,000
Other	30,000
	$941,000

- Evaluation:

* 1,403,983 records converted within contract time limit
* All retrospective holdings of four public libraries and State Library converted
* 20% of records of ten academic libraries converted
* Union Catalog on Microfiche distributed to network participants

CRITERIA FOR REPLICATION:

- General Criteria:

  * Administrative support
  * Data Base and Computer expertise
  * Data Base access
  * Participant concurrence and commitment
  * Keyboard labor pool
  * Adequate funding
  * Patience, tolerance and a will to succeed

- Staffing and Training Requirements:

  * Project Director
  * Work Supervisor
  * 6-8 Shift Leaders
  * 80-120 Terminal Operators
  * Considerable Administrative support from parent organization

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Florida COMCAT: A Report on Florida's Union Catalog Project. by John Claytor. Available for loan.

- Demonstration/visitation:

  Conversion site no longer in operation.

  COMCAT Microfiche available from State Library of Florida.

- Training capability:

  Project Director available for consultation on negotiated basis.

- CONTACT:

  John Claytor
  Administrative Assistant, Computer Systems
  Orlando Public Library
  10 N. Rosalind
  Orlando, Fla. 32801
  (305) 425-4694

PROJECT: DEAF AWARENESS

- Description:

Several books pertaining to the hearing impaired were placed in 30 New Mexico Public Libraries, in the 6 State Library Bookmobiles that serve isolated areas, and in 5 satellite New Mexico School for the Deaf Pre-Schools scattered around the state. The primary goal of this project was to ultimately benefit New Mexico School for the Deaf students by making easily available, material that will help their families adjust to and accept their handicap. A bibliography is given to parents of children receiving audiological testing at New Mexico School for the Deaf and bibliographies are also placed in other audiological testing centers throughout the state. Locations of libraries where the books may be borrowed are also listed on the bibliography.

- Users:

Clients include families of deaf children and anyone in the general public that has an interest in learning more about the implications of deafness.

- Facilities/Materials Required:

Material was placed within regular collections of public libraries. Included were sign language books, material with tips on ways families can assist in speech and language development, and coverage of psychological implications of this much misunderstood handicap. One book was particularly aimed at the hearing siblings of deaf children.

- Descriptors:

Physically handicapped
Outreach (families of deaf)
Institutionalized

- Financial Requirements:

The collection of seven titles were approximately $32.

- Evaluation:

Responses from participating librarians indicate varied degrees of interest--largely dependent upon number of deaf within a community. There is always a keen interest in sign language books.

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CRITERIA FOR REPLICATION:

- General Criteria:

  A need for information about a minority group--the physically handicapped.

- Staffing and Training Requirements:

  Selection was made by a professional librarian familiar with materials pertaining to the hearing impaired. Aid in distribution was given by New Mexico State Library personnel.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Bibliography of selected materials is available free upon request.

- Demonstration/visitation:

  Consultation by telephone or mail.

- Training capability:

- CONTACT:

  Mrs. Ann Bennett, Librarian
  New Mexico School for the Deaf
  1060 Cerrillos Road
  Santa Fe, New Mexico 87501
  (505) 982-1721

PROJECT: *ENLITE: Evaluate Needs and Library Interests to Elderly*

- Description:

ENLITE aims to provide library service at individual and group living quarters of older adults with the target group of economically disadvantaged and socially isolated. Visits are made once or twice a month. Library materials are selected for individuals, delivered, and picked up by ENLITE staff. Mailing service supplements between-visit needs for some patrons.

Special events and programs of interest to older adults are also offered at the library and to group homes. Programs included genealogy workshops, literature reviews, films, and income tax assistance and training. Older adults serve as resource persons for children's interest groups, mothers' discussion seminars, and adult literature groups.

- Users:

Older adults in individual and group living quarters. Shut-ins and socially isolated older adults.

- Facilities/Materials Required:

Office space and equipment for professional and clerical staff
Telephone, large print typewriter, mailing facilities
Large print books, magazines, cassettes, cassette players
Lighted magnified readers: portable and stationary for circulation and library use

- Descriptors:

Outreach
Aging (Senior Citizens)
Homebound

- Financial Requirements:

Staff and materials to initiate the project: $22,255.

Staff and materials to continue project at a reduced level: $12,000 annual.

- Evaluation:

Individual interest and circulation records were maintained. The contacts by staff and outreach service created a renewed interest and enthusiasm for reading and library activities among this segment of the population.

No other new program initiated by the Library has received as much positive feedback. The outreach service also had the effect of generating new interest among the older adults in coming to the library.

The interaction of older adults with children and younger adults has been stimulating for all involved.

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CRITERIA FOR REPLICATION:

- General Criteria:

Older adults, especially those economically disadvantaged and socially isolated, who would benefit from library services and enrichment programs; community interest and resource persons.

- Staffing and Training Requirements:

One full-time (or part-time, if necessary) staff person qualified in reading guidance; one half-time clerical worker.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Monthly ENLITE Bulletin, sample copy available without charge
Interest inventory, sample available without charge
ENLITE bookmark, sample available without charge

- Demonstration/visitation:

Visitation at Newton Public Library, 720 N. Oak, Newton, Kansas by appointment.

Consultation by telephone or mail.

- Training capability:

Consultive services and/or on-site visitations with staff.

- CONTACT:

Dr. Neysa Eberhard, librarian
or
Marilyn Schmidt, Director
ENLITE

Newton Public Library
720 N. Oak
Newton, Kansas 67114

(316) 283-2890

PROJECT: Gentle Nudge: A Statewide Stimulation for Early Childhood Programs in Public Libraries

- Description:

This project involves establishment grants and consultant assistance from the Oklahoma Department of Libraries to public libraries in the State. It is intended to stimulate expansion and innovation in services to preschool children and their parents by adding educational toys to the libraries' materials along with instruction in basic principles of early childhood development.

Grants are made to supplement local funds for the pilot program, but each grantee must indicate an intention to continue and to expand the initial program.

Recipients of grants are encouraged to use local resource people as volunteers to add depth and variety to the parent training programs.

- Users:

Public libraries interested in expanding services to preschool children and their parents through development of a program using educational toys and games.

- Facilities/Materials Required:

At the State Agency, normal office space for the Children's Specialist, file and shelf space for housing sample toys and materials. Space and other facilities for conducting workshops.

Grantees provide space to carry out local programs. The public library itself is usually the preferred location.

The 8 Basic Toys developed in the Far West Laboratory are used in the first phase of the project. The Far West "Loaner" set plus additional toys are recommended for expanded programs.

In most cases, the local library's collection of traditional materials needs to be enriched, as well as its collection of adult materials on early childhood development.

- Descriptors:

Preschoolers/Parenting Programs
Volunteers
Outreach

- Financial Requirements:

Depends upon number of potential grantees expected to take advantage of the opportunity, and the number of local projects it seems practical to supervise at one time. Approximate first year budget of $12,000 could cover 10 grants of $1,000, sample toys and books @ $600, and $1,400 for workshop and evaluation meetings.

- Evaluation:

An evaluation instrument is used by each participating library at the conclusion of its pilot program and a compilation of these reports provides an over-all evaluation for the total project.

All participating libraries have reflected their enthusiasm for the project, and their communities' support by repeating their programs several times since the initial project was concluded.

The State Agency considered the project successful enough to budget an increased amount for continuing the project a second year. The number of participating libraries has increased from 8 to 15.

CRITERIA FOR REPLICATION:

- General Criteria:

Strong philosophical as well as financial support for children's services in the State Library Agency. Funding capabilities within the current budget, with good prospect of continuing capability.

- Staffing and Training Requirements:

Full time specialist in Public Library Services to Children who is able to plan the project and act as a consultant to recipients of the grants. Clerical support to assist with preparation of materials and to handle correspondence.

Applicants for the grants are required to have at least one staff person spending the major part of each working day in children's services.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Sample copies of grant application forms and guidelines for Project Gentle Nudge.

Sample copies of evaluation form.

Sample copies of materials prepared for use of grantees, e.g., bibliographies, lists of toys, criteria for selection of toys, lists of films, etc.

Examples of recommended toys are available for examination at the Oklahoma Department of Libraries.

- Demonstration/visitation:

Oklahoma Department of Libraries' Children's Services Consultant can act as a clearing house for visitors to the public libraries in Oklahoma where projects are being carried on. No visits to parent meetings may be made until after their 4th session.

- Training capability:

No formal ongoing group training is being carried on. Workshops and evaluation sessions for the participants in the project are scheduled as needed and could be audited by outside interested parties. Consultant available by appointment to discuss individual needs or opportunities.

- CONTACT:

Mary Ann Wentroth
Public Library Consultant for
Children's Services
Oklahoma Department of Libraries
200 N. E. 18
Oklahoma City, OK 73105
405-521-2502

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PROJECT: HAND UP, NOT A HAND OUT

- Description:

  Services to disadvantaged persons in the 13-county North Central Iowa Region consist of Books-by-Mail, Spanish materials, audio-visual materials, and the Books-on-Wheels program. Persons in health care facilities, day care centers, and those who are not able to use their public libraries due to disability, distance, or inconvenience are served in various facets of the program.

- Users:

  Migrants, low-income familes, rural residents, emotionally disturbed, and the aging.

- Facilities/Materials Required:

  Facilities and equipment: Bookmobile and Volkswagan minivan, garage, work area, desk, table, shelves.

  Materials: Audio-visual (films, cassettes, educational kits), high interest, low vocabulary materials, Spanish books, cassettes, films, paperback books.

- Descriptors:

  Outreach
  Books-by-Mail
  Bookmobile

- Financial Requirements:

  Start-up costs $19,000.
  Bookmobiles were available.

- Evaluation:

  Records kept indicate great need and response to the services provided. Various materials and number of patrons are tallied.

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CRITERIA FOR REPLICATION:

- General Criteria:

Need for service to rural residents and those living in small towns without libraries, migrant workers, low-income families, children with learning disabilities, and other non-users.

Target group representatives need to be involved with planning and publicity.

- Staffing and Training Requirements:

One-half time coordinator, one-fourth time project worker, part-time driver, volunteers to help with mailing and book deliveries.

Coordinator - B.A.

Project worker - students work well.

Volunteers - seniors work well, persons at stops like to be involved also.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Lists of materials available (cassettes, films, kits, Spanish collection, paperbacks), brochure detailing services.

- Demonstration/visitation:

Location: NORTH CENTRAL REGIONAL LIBRARY SYSTEM, Mason City, Iowa 50401.

Visitation by appointment.

- Training capability:

Coordinator available for workshops and consultation.

- CONTACT:

Mary Loven, Grants Coordinator
NORTH CENTRAL REGIONAL LIBRARY SYSTEM
225 Second Avenue, S.E.
Mason City, Iowa 50401
(515) 423-1101

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PROJECT: Heritage Project

• Description:
The project's purpose is to cultivate an appreciation for local history by preserving existing materials, gathering unpublished and privately owned materials, and by organizing and promoting the use of the total collection. The Heritage Project is the result of the library's 1) awareness of a growing need and concern among patrons for such a collection 2) realization that a good local history collection gives children and adults "roots" so badly needed in today's world 3) strong belief that local history opens up another avenue for library extension and informal adult education. In outlining the approach the library allowed staff time for searching out new materials, taking inventories of existing materials, reading room assistance, processing, and workshops for the director and patrons. The project is undergirded with support from local historical societies, genealogical groups, authors, Arkansas Library Commission, and interested patrons. These groups have helped in locating, compiling, indexing, and donating time and materials to the project.

• Users:
1) Students gr. 5-12 2) College students - undergraduate and graduate 3) Cub Scouts and High School Genealogy groups 4) Adults 5) Teachers 6) Genealogists, some from out-of-state.

• Facilities/Materials Required:

1) Library reading room with reading tables
2) Adequate shelving including some locked glass cases
3) Space for preparing materials
4) Audio-visual equipment including readers, reader-printer, 16mm, filmstrip, and slide projectors, and viewing screens
5) Microfilm
6) Laminator and copier for preserving and reproducing materials
7) News releases on a regular basis through local newspapers and radio

• Descriptors:

Arts and Humanities
Oral History
Information and Referral Centers

• Financial Requirements:

Initial book collection	$3000.00
Books and materials yearly	$1500.00
Microfilm yearly	$ 500.00
Supplies yearly	$ 250.00
Laminator	$1699.50
Copier	$1000.00
Reader	$ 369.00
Reader-printer	$ 995.00
Travel yearly	$ 250.00
	$9563.50

LSCA grant provided start-up cost.

• Evaluation:

1) Community has exhibited great pride and growing involvement in Heritage Room which is one result of project.
2) Response of clientele very enthusiastic - all ages plus non-users.
3) Visitor's register has section for comments.
4) Union list or inventory of all local history materials completed.
5) Microfilm, readers, and reader-printer available to general public for first time.
6) Four county newspapers on microfilm are now available.
7) Records kept show increased use.
8) Records kept showing gifts of materials, time donated, unfilled requests.
9) Follow-up studies made.
10) Scrapbook of news releases made as a visible summary of activities.
11) Spontaneous desire of people to help in development has been overwhelming.

CRITERIA FOR REPLICATION:

• General Criteria:

1) Staff development noted since staff members willingly visited Tennessee State Archives, Arkansas Room, U.C.A., Little Rock Public Library, Fort Smith Public Library, and Genealogical Workshops sponsored by Arkansas Genealogical Society.
2) Library willingness to release staff members for blocks of time for project development.
3) Library budgeting money annually on a continuing basis.
4) Radio, newspapers - cooperation is essential.
5) Interaction between community and library as different organizations give support.
6) Opportunity for library extension.
7) Counties and regions which have historical societies willing to support such a project.

• Staffing and Training Requirements:

1 library professional (B.S. + 18 hours library science), history background, strong interest in and knowledge of local area and state, devotes 50% time to project

1 clerical worker devotes 1/4 time to project bookkeeping is done in Regional Office (multi-county)

Central purchasing and processing of current materials by Arkansas Library Commission

Volunteers interested in researching and preservation of local materials.

SERVICES OFFERED BY PROJECT LIBRARY:

• Project Materials:

1) Bibliography of selected reading materials for guidelines in establishing local history collections.
2) Bibliographies of selected materials.
3) Atkins Bicentennial Project including Ark. Bibliography.
4) Bibliography of out of print Arkansas titles.
5) Copies of Heritage Project application written for LSCA grant.
6) Summary of activities in setting up Heritage Room and multi-county local history files.

• Demonstration/visitation:

Visitation by appointment.
Consultation by telephone or mail.
Consultants available for workshops.
Educational exhibits.

• Training capability:

On-site observation.
Workshop training on request.

• CONTACT:

Mrs. Katie Murdoch, Project Director
Ark. River Valley Regional Library
Dardanelle, Arkansas 72834

Telephone: (501) 229-4418

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PROJECT: IMPROVED FILM RESOURCES TO PUBLIC LIBRARIES IN MISSOURI

- Description:

Since 1948 the cooperative film circuit in Missouri has been the primary source of films used in Missouri's public libraries except the four large metropolitan libraries. In 1954 the film cooperative was incorporated as a non-profit organization and assumed the total administrative and handling costs, financed by member fees alone. Government of the cooperative is by the Board of Directors. An administrator and staff are responsible for carrying out the policies of the board and membership. Selection of the films has been the responsibility of the member libraries. The cooperative has spent consistently from 45% to 50% of total budget for new and replacement films but has not had sufficient financial resources to keep pace with replacement due to obsolescence, or to cover the broader range of films produced. To meet this problem a proposal to improve film resources and services in public libraries of the state, with an objective to strengthen and to expand the film collection of the Film Cooperative so that a wider variety and better quality of films would be available in the communities was developed.

- Users:

Any library user in the area served by member libraries.

- Facilities/Materials Required:

Membership in the cooperative is, and has been open to any library which wished to contract for the service.

At the start of the project, the MLFC had 35 member libraries using 53 paid packages of 14 films each on a monthly circuit. To insure that a library has film on hand at all times, a total of 70 packages or 980 films in all are scheduled. In addition 1,418 films were scheduled for spot booking, to be delivered by mail. Catalogs of both collections are printed and distributed to the membership. Two inspection machines with splicers, film racks, mailing cartons and office machinery constitute the equipment used for the operation. Bookings are made by mail and telephone.

- Descriptors:

Audio-Visual, Continuing Education, Arts and Humanities.

- Financial Requirements:

Start up costs were provided by membership fees throught the years preceeding the implementation of the present project. The present fee system is an amount on a pro-rata basis of one-half the fee based on each library's assessed valuation to the total and of one-half the fee based on each library's population. The sum of the two pro-rata shares applied to the annual budget would determine a library's fee.

- Evaluation:

Since the receipt of the materials grants, growth and expansion have been most evident.
At the end of fiscal 1975/76 the MLFC has 42 members using 85 paid packages of 15 films each on a monthly circuit. This requires 110 packages or 1,650 films. For spot bookings, 1,900 films are used. In 1971/72 34% of the population was served by the cooperative. This figure increased by 1975/76 to 37% of the population. During this period the membership has doubled its financial support. The number of showings have increased from 46,000 to 65,000 over the same time span.

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CRITERIA FOR REPLICATION:

- General Criteria:

  A number of public libraries who individually do not have the financial resources to provide film collections now or in the foreseeable future.

- Staffing and Training Requirements:

  One trained audio/visual librarian;
  3½ clerical personnel who can be trained in film handling and care.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Sample contracts, forms and reports are available to groups interested in undertaking such a cooperative venture.

- Demonstration/visitation:

  Site visitation by appointment only.

- Training capability:

  On-site training through observation.

- CONTACT:

  Mary McPherson, Administrator
  Missouri Libraries Film Coop
  15616 E. 24 Highway
  Independence, MO. 64050
  816-833-4234

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PROJECT: Iowa Drug Abuse Information Center

- Description:

This center located in the Cedar Rapids Public Library serves as the Iowa Drug Abuse Authority's Resource clearinghouse for materials and information on drug abuse and related areas such as humanistic education, psychology, counseling, and youth services. Services are geared both toward educating the general public as to the history, effects, and legal aspects of substances and updating professionals on current strategies of substance abuse, prevention and treatment. In addition to responding to requests by telephone, letter, teletype, and visitation, the project staff travels throughout the state to set up displays and distribute materials at appropriate conferences and meetings.

- Users:

Drug and alcohol program personnel, educators, parents, health professionals, law professionals, social workers, and students from the State of Iowa.

- Facilities/Materials Required:

A medium sized office to house the project staff, various reference materials, pamphlets, and meet with interested patrons is necessary. The project also depends on access to a larger library system to catalog and shelve the materials. Materials distributed include books, cassette tapes, pamphlets, films, video tapes, film strips, and reprints.

- Descriptors:

Drug Abuse Education
Regional Resource Center
Audio-Visual

- Financial Requirements:

The project has been operating on an annual budget of $15,000 to $25,000. This includes approximately $12,000 for salaries, $5,000 for materials, $2,000 for travel expenses, and $2,000 for miscellaneous office expenses such as photocopying, postage, supplies, printing, etc.

- Evaluation:

A special evaluator has been hired each year to submit a written evaluation to the current funding agency. Also, by means of a newsletter, users of the service have been asked to rate the project annually. The staff maintains records of the number of requests, specific materials or services requested, and specific public served. All annual evaluations have been positive and recommended re-funding of the project. Questionnaire respondents have been 99% satisfied with the services received. The number of requests have increased from 865 for FY-74 to almost 2,500 for FY-76.

CRITERIA FOR REPLICATION:

- General Criteria:

Essential to the success of the project is a good relationship with state and local agencies that deal with drug abusers and potential drug abusers. Also, the means to keep in frequent communication with these and other interested persons throughout the state is important. A third important requirement would be for the library to have a strong collection of general reference materials at the project staff's deposal.

- Staffing and Training Requirements:

The project employs one staff member with a B.A. in Education and experience and course work in counseling, teaching, and librarianship. The present grant application requests funds for a 1/2 time clerical position which is felt to be very necessary.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Books and cassette tapes available for a three-week loan, films and video tapes available for a one-week loan. Single copies of pamphlets, bibliographies, and reprints, posters, and brochures are free.

- Demonstration/visitation:
Normal hours are 8:30-5:00, Monday-Friday. Advanced appointments are recommended. Main floor of Cedar Rapids Public Library (majority of books & cassette tapes located) is accessible to the general public:
Monday - 9:30 am - 9:00 pm
Tues./Weds./Fri. - 9:30 am-5:30 pm
Thursday - 12:00 noon - 9:00 pm
Saturday - 9:30 am - 5:00 pm.
- Training capability:

Project staff is available for speaking to groups, setting up displays and other consultant services to any drug-related programs at no charge.

- CONTACT:

Craig Wunderlich, Project Director
Iowa Drug Abuse Information Center
Cedar Rapids Public Library
428 Third AV SE
Cedar Rapids IA - 52401
(319) 398-5123

PROJECT: LEARN A BUNCH AT LUNCH

- Description:

A weekly educational, recreational lunchtime program, Learn a Bunch at Lunch is designed to attract persons working in the downtown area to the Little Rock Public Library downtown. Participants eat sack lunches while listening to programs given by volunteer specialists. Books on the subject are displayed, and reading lists are given away. The Friends of the Library furnish free coffee, soft drinks and door prizes for each program. Programs are 35 minutes long.

Program topics have covered a wide range of interests, including crafts, investments, auto maintenance, canoeing, raising food in the city and weight control.

- Users:

This is directed primarily at workers in the downtown Little Rock area, but persons who are retired or don't work frequently attend.

- Facilities/Materials Required:

A library meeting room is necessary, and a slide projector and screen are desirable. General library collection is used for displays. Access to a duplicating machine or other printing process for printing flyers and book lists is needed.

- Descriptors:

Volunteers, continuing education (library clientele).

- Financial Requirements:

Cost is minimal if access is available to duplicating machine or other printing method and personnel is available to direct the program.

- Evaluation:

Increased community awareness of the library and a larger circulation of books in subject areas. Attendance shows a continuing interest in the programs.

CRITERIA FOR REPLICATION:

- General Criteria:

  A need to attract more persons into a library.

- Staffing and Training Requirements:

  A staff person with publicity skills and time to coordinate the program on a continuing basis; volunteer speakers to give programs on various topics.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Samples of posters and radio spot announcements used to advertise project available with self-addressed, stamped envelopes.

- Demonstration/visitation:

  Visitors welcome any time. Consultation by telephone or mail.

- Training capability:

  None needed.

- CONTACT:

  Susan Kleihauer
  Community Affairs Coordinator
  Central Arkansas Library System
  700 Louisiana
  Little Rock, Arkansas 72201
  (501) 374-7546

PROJECT: LEISURE HOUR

• Description:

The project aims to involve lonely senior citizens in regular weekly programs which offer information, entertainment, library services and companionship.

• Descriptors:

Aging (senior citizens), Physically handicapped, including the blind, Continuing Education.

• Financial Requirements:

The LSCA grant was for $ 1,000.00. A movie projector, screen, blackout shades, folding door and coffee cups were purchased. Continuation costs are negligible.

• Users:

Senior citizens and retired persons of all ethnic groups, particularly aiming at those who are non-active in civic undertakings, community life and library patronage.

• Facilities/Materials Required:

a) Library meeting room which can be converted to an audio-visual room.

b) 16 mm projector, audio-visual cabinet and projection screen.

These are supplemented by materials selected from the library collection relating to the program of the day.

• Evaluation:

After five years library circulation for senior citizens has increased. The success of the program is demonstrated by the fact that at the end of each year the group, averaging 20 to 25 people each week, has voted enthusiastically to continue the program.

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CRITERIA FOR REPLICATION:

- General Criteria:

Need for sponsorship by a local volunteer group, library staff attitude and support, input of target users, community interest, and City and library board endorsement.

- Staffing and Training Requirements:

1 to 3 library staff members, volunteer speakers, hospitality assistants. No special educational background or training beyond concern for older people is necessary.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

No special materials required beyond the library resources and the participants' contributions.

- Demonstration/visitation:

Project library visitation and demonstration during library hours.

- Training capability:

Consultation and advice available, but no training is necessary.

- CONTACT:

(Mrs.) Betty Lloyd, Librarian
LEISURE HOUR
Arthur Johnson Memorial Library
244 Cook Avenue
Raton, New Mexico 87740
(505) 445-9711

PROJECT: Library Service for Persons with Limited English Speaking Ability

- Description:

The aim of the project is to introduce persons with limited English speaking ability to public library services and to increase the participants' knowledge and understanding of the English language and American cultural patterns through the use of books, audio-visual materials, Learning Centers, and special programs. The project is a cooperative effort of the Nashville Public Library and the Metropolitan Board of Education's Adult Basic Education, English as a Second Language Program (ESL). Activities in the public library branches include English classes, conducted by ESL teachers, and Learning Centers established for independent learning.

- Users:

Clients include persons of all ages who are learning English as a second language.

- Facilities/Materials Required:

A library meeting room, blackboards, tables and chairs are necessary for class meetings. Each Learning Center is equipped with shelving, wet carrels tape recorders, record players, headphones, and specially selected materials for independent learning of the English language, along with recreational and vocational materials.

- Descriptors:

Bicultural/Bilingual, Adult Basic Education, Independent Learning

- Financial Requirements:

Start-up cost for the initial purchase of equipment and materials was $15,000. Initially the library staff salary has been furnished by the public library's regular budget and teacher's salary by the Adult Basic Education Program of the Metropolitan School System.

- Evaluation:

The project has shown that the non-English speaking segment of the community were not using the public library prior to enrollment in the ESL classes. Due to the encouragement of the ESL teachers and librarians, the majority of ESL students have acquired library cards and are using the facilities. In addition, the students have brought members of their families to the library. Statistics, selected case histories, and questionnaires will be used to determine the impact of this project on the participants and their families as they adjust to life in the United States.

CRITERIA FOR REPLICATION:

- General Criteria:

  Persons with limited English-speaking ability who have need of this individual and group library program. Requires complete library staff involvement and support, and assistance from the local school system.

- Staffing and Training Requirements:

  One full-time librarian with background in education to act as coordinator of the project; one clerk-typist; four paraprofessionals to assist with children's programs; full cooperation of all library staff participating in the program (This staff can be trained through a series of workshops).

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Project kit is now in preparation consisting of bibliographies and other related materials.

- Demonstration/visitation:

  Visitation by appointment only. Consultation by telephone or mail.

- Training capability:

  On-site training through observation of ongoing program and consultation with staff.

- CONTACT:

  Claudia Schauman, Adult Basic Education Coordinator
  Public Library of Nashville and Davidson County
  P.O. Box 5685
  Nashville, TN 37208
  (615) 255-5263

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PROJECT: Mail-order Book Service

• Description:

The Mail-a-book service was developed to encourage people without public library service to enjoy reading by providing them with access to a mail-order library of entertaining and educational books. Catalogs are mailed to every household without public library service, listing the collection available at the North Central Kansas Library System. The book stock of duplicate titles is set at 3 copies of each of the 800 titles. There are no charges for the books and the postage expenses are paid for by the system.

• Users:

Participants include rural and non-users located within the seven counties of the system.

• Facilities/Materials Required:

The book collection of the North Central Library System is employed and supplemented by the acquisition of duplicate titles. The materials are sent to the participants via the mail service.

• Descriptors:

Book-By-Mail, Outreach

• Financial Requirements:

Start-up costs for production of catalogs (16,000) was $1,812.80. Two supplements to the catalog (3,000 ea.) amounted to $360.00. Supplementary copies of titles amounted to $3,174.00. Postage and handling for catalogs and books (out and back) amounted to $3,633.00. Postage for mailing books out and back averaged 10¢ a book. Salaries for personnel for a year amounted to $2,442.00.

• Evaluation:

This service has increased the percentage of rural area users of public libraries. The first six months of the project showed that ten percent of the households sent catalogs would become active users of the mail-order book service. These participants would borrow between 2½ and 3 books a family per month. The requests aided the library staff in determining what type of books would best serve their patrons. Certain subject areas received more demand than others. The library was able to fill requests in seven basic subject areas.

CRITERIA FOR REPLICATION:

- General Criteria:

Rural area residents without access to a public library.

- Staffing and Training Requirements:

This project utilized the staff of the North Central Kansas Library System which helped to off-set some of the personnel cost.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Mail-a-book Catalog, available free to those persons located within the seven county rural area.

- Demonstration/visitation:

Occasional special subject listings were mailed. Use encouragement and project progress reports were printed in local newspapers and bulletins.

- Training capability:

Consultant available at system headquarters.

- CONTACT:

Margaret Gates
North Central Kansas Library System
Juliette & Poyntz
Manhattan, Kansas 66502

PROJECT: MEDIA MOBILE

• Description:

The project aims to introduce disadvantaged children (pre-primary and elementary age level) to public library services and to involve the parents of those children, in so far as possible, to: 1) motivate the child's learning and reading readiness capabilities and 2) promote family usage of library services. Librarians and library personnel provide children with programs that introduce them to books and non-print media in three one-hour sessions (by age group) held bi-weekly on the media-mobile to promote parent usage of print and non-print media.

The project aimed in the evening hours to work with Adult Basic Education classes designed for under-educated adults living in rural areas who were without awareness of or access to adult basic education.

• Users:

Pre-primary and elementary age children, their parents and under-educated adults.

• Facilities/Materials Required:

A media-mobile van is necessary. A general library collection and materials, supplemented with specially selected materials for the children, such as visuals, toys and instructional game kits. Give-away Easy Read books were utilized. Regulation Adult Basic Education materials suitable to the classes being taught were used.

• Descriptors:

Children's Services
Adult Basic Education
Outreach (Economically disadvantaged, etc.)

• Financial Requirements:

Start up cost for initial purchase of van and equipment, staff salaries and materials was $50,000.

Continuation costs, annually, approximate $20,000

• Evaluation:

Records were maintained to chart the use of the project participants. These records showed that 200 children utilized the project programs per week. In addition, the use of the media-mobile increased circulation on the bookmobile on an average of 40% per stop. In some instances the increase was as high 300%.

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CRITERIA FOR REPLICATION:

- General Criteria:

Disadvantaged children and their parents who need this individual type of program to support their initial utilization of library materials and facilities.

Caution: Although this program could be rated successful in the rural areas in which it was employed, it is felt that far greater success could be met if the project were designed to meet the needs of a metropolitan area where the participants could walk to the media-mobile. In rural areas, it was found that distance made it impossible for many of those for whom the program was designed to take advantage of the project activities.

- Staffing and Training Requirements:

One full-time librarian skilled in children's library services, one full-time driver-library assistant who could assist in the execution of the programming.

The Adult Basic Education aspect of the program required a qualified instructor and a part-time driver.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Easy-Read books, nature and craft materials, films, filmstrips, puppets, etc. Published schedule of visits.

- Demonstration/visitation:

Visitation by pre-arranged published schedule. Also, by appointment for special events.

- Training capability:

On-site training through observation of ongoing project activities.

- CONTACT:

Gene Martin, Director
Daniel Boone Regional Library
P.O. Box 1267
Columbia, Missouri 65201

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PROJECT: MID CITY LIBRARY INFORMATION CENTER

- Description:

The project provides a circulating collection of books, pamphlets, records and cassettes, tools, and other print and non-print material directed toward the immediate and practical needs of neighborhood residents. Further, the Center gives specialized information and referral service to the Model City community; special programs of educational and informational value and recreation or leisure time activities; and gives the community a channel for publicity and feedback between local service agencies and the public library.

Special programs are aimed at undereducated adults, low income individuals, unemployed, and senior citizens. The library provides active job referral, housing lists, and other information, designed to meet the necessary needs of the above groups.

- Users:

Undereducated adults, low income persons, unemployed, senior citizens, children, and all other users in the community.

- Facilities/Materials Required:

A visable building that is easily accessible with adequate parking space is essential. A separate meeting room is also necessary for the library building. Equipment needed includes study tables, audio-visual equipment, telephone (with multiple lines), and the usual library furnishings.

Access to materials at other libraries is essential to argument the existing collection. A subject speciality such as a black literature collection is important.

- Descriptors:

Information and Referral Centers, Outreach, Continuing Education.

- Financial Requirements:

Start-up cost was approximately $30,000 for salaries, equipment and materials collection. Presently, a budget of $50,000 annually is required for the on-going project.

- Evaluation:

Statistics for the project show a continuing upward trend. Reference and informational use surpassed our original goals and active follow-up indicates a high percentage of satisfaction. Circulation of materials has more than doubled since the first year of the project. Attendance at special programs has also been high and feedback again indicates that the neighborhood is well pleased. Use of the meeting room is heavy with four to five groups using the room equipment each week. Publicity has been facilitated by a monthly newsletter and use of local newspapers, radio and T.V. However, more publicity is always desired.

CRITERIA FOR REPLICATION:

- General Criteria:

  Need to start with assessment of needs by a survey of residents, input of local boards, agencies, groups and interested parties. Staff should be carefully selected from the community as far as possible and attention given to those with strong service orientation.

- Staffing and Training Requirements:

  A Staff of three full-time; one 3/4-time; one 1/2-time and three part-time persons are required to maintain this project. Work load is also helped by cooperation with other agencies. For example, their staff may put together a program for the library.

  Emphasis should be placed on knowledge of the community. A library orientation and training session should be set up as soon as possible.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Full range of library services are available at no charge including information and referral. Special emphasis is placed on how-to-do-it material and black literature. A well balanced collection is also maintained.

- Demonstration/visitation:

  The library is located in the heart of the Model City area (one of six prime service areas in the city). It is open to the public 60 hours per week.

- Training capability:

  On-site training available on use of the library and use of neighborhood resources.

- CONTACT:

  Dan Bakke, Project Director
  Mid City Library Information Center
  Des Moines Public Library
  1305 University Avenue
  Des Moines, Iowa 50314
  (515) 283-4070

PROJECT: MISSOURI STATE LIBRARY IN-SERVICE TRAINING PROGRAM

- **Description:**

Workshops and Institutes sponsored by the Missouri State Library as part of the In-Service Training Program have provided numerous opportunities over the years to library personnel in Missouri libraries. Prior to 1975, four types of workshops and institutes were held:

I. August Institutes for non-professional staff on library science topics and subject areas. (1964-1975)

II. Administrative Librarians Institutes on library management, expanded library services, and subject areas. (1958-1972)

III. Area Workshops for non-professional staff. (1962-1972)

IV. Trustees Conferences and Workshops. (1959-1973)

In 1975, the Summer Institutes were opened to library administrators and full-time library staff (professional and non-professional) of all types of libraries and to members of public library boards of trustees. The institutes had formerly been open only to personnel of public libraries. One of the program's goals is to increase cooperation between libraries by enabling library staff members from various parts of the state and from various types of libraries to meet and work with one another in a positive, non-threatening atmosphere.

- **Users:**

From 12-88 participants have attended different institutes. Non-professional public library staff members, public library administrators, public library trustees, and now all interested staff and board members from all types of libraries.

- **Facilities/Materials Required:**

Meeting rooms and living accommodations for participants for 6 days.

- **Descriptors:**

Continuing Education
Outreach
Interlibrary Cooperation

- **Financial Requirements:**

Participants pay travel expenses; State library pays expenses for: Speakers, Program materials, Meeting facilities, Living accommodations (dormitory).

- **Evaluation:**

By participants.
By planning committee.

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CRITERIA FOR REPLICATION:

- General Criteria:

The Institutes have been offered on subjects in which librarians in the state have demonstrated an interest.

- Staffing and Training Requirements:

The Missouri State Library has been fortunate to be able to draw upon the training and expertise of the faculty of the School of Library and Informational Science, University of Missouri; other departments of the University of Missouri; Stephens College; and Columbia College as well as officials and staff of Missouri State Government. Speakers from these local sources as well as some invited from other areas of the country have minimized the necessity of additional training of staff members of the Missouri State Library. Primarily our involvement is in facilitating involvement of the librarians of the state in planning and active participation in the institutes, assessing needs, identifying topics and sub-topics, and selecting speakers and materials.

Therefore, our basic staff requirement is at least one person skilled in identifying needs and workshop planning techniques, familiar enough with librarians in the state to be able to facilitate broad-based participation, and familiar enough with resources to assist in selecting speakers and materials.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Varies from year to year. Always include different media in presentation.

- Demonstration/visitation:

Occasionally used when appropriate to subject.

- Training capability:

Consultation in planning area workshops, institutes, etc.

- CONTACT:

Andrea Hawkins
Coordinator of Library Resources
Missouri State Library
308 East High Street
Jefferson City, Missouri 65101

PROJECT: OLD SETTLERS LIBRARY

- Description:

The project aims to provide library service and a social area for the residents of the 5th ward of Boone, Iowa. A staff member with long experience is in charge of the place and the old people relate well to her. Even some children make use of the books. Programs and games are scheduled for Friday. On Tuesday and Thursday crafts are worked on. A community meal is served (pot luck) every third Friday.

The project serves the aged and some middle-aged women interested in crafts. A very few children come in after school for a few minutes, but the place closes at 4 p.m.

- Users:

More than just the residents of the 5th ward have used the library and the social area.

- Facilities/Materials Required:

Telephone, TV., Refrigerator, gas stove, and TWX available through parent library.

- Descriptors:

Aging (Senior Citizens)
Outreach (Economically disadvantaged, Low-income, Migrants, Native Americans)

- Financial Requirements:

In this, the third year, the last amount was $3,250 which will not be enough to carry through 1976; the city council cut $3,250 from the parent library budget. No fees to users except craft materials.

- Evaluation:

Greatly increased the outreach of the parent library. Social stimulus to the area as the staff participates in the annual celebration of the oldest part of the town. Reference has increased. Programs on the third Fridays have included everything from a blind folksinger to mining and railroad pictures and lectures.

CRITERIA FOR REPLICATION:

- General Criteria:

  Book program tied in with meals-on-wheels and home care (in this case, provided from the office in the nearby Courthouse). Needs include a social area in the vicinity and a book supply source.

- Staffing and Training Requirements:

  Veteran staff member from parent library and a custodian working 16 hours a month.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Program notices.
  Craft materials.

- Demonstration/visitation:

  Inquires should call ahead if they wish to investigate the program.

- Training capability:

  Staff are available to answer questions.

- CONTACT:

  Dorothea Fitzgerald, Director
  Old Settlers Lib
  Ericson Public Library
  702 Greene Street
  Boone, Iowa 50036
  (515) 432-3727

PROJECT: PARENT/CHILD TOY LENDING LIBRARY - AND FAMILY CENTER

- Description:

The Parent/Child Toy Lending Library and Family Center are symbiotic units which encourage parent involvement in the development of early childhood learning experience. The Toy Leading section is a modification of the 1971 program designed by the Far West Laboratory for Educational Research and Development, adapted to our Public Library's local needs. From it evolved the Family Center. Together they have a three-fold purpose: 1) to promote young family use of the Public Library through a multi-media approach, 2) to encourage creative use of Library materials by parents and other child-oriented adults, and 3) to effect a long-term change in the school drop-out rate.

- Users:

Pre-school children, parents, nursery and child care center personnel.

- Facilities/Materials Required:

A library meeting room to hold 5 adult toy lending classes. At these sessions a film and a series of 8 filmstrips with projectors are needed, as are the Parent Manuals on the use of the learning toys. Picture books which reinforce the basic concepts taught are checked out to the parents with each toy. The final session introduces other materials found in the Family Center as a general follow-up to broader aspects of child rearing opportunities.

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- Descriptors:

Pre-schoolers/Parenting Programs, Children's Services, Outreach.

- Financial Requirements:

In 1973 our Toy Lending Library began with the purchase of prepared filmstrips, manuals for parents and librarians, and film rental. The toys were made according to Far West Laboratory for Educational Research and Development by volunteers using scrap materials. Total outlay was $150. With modification and expansion, books, commercially made toys, a film and projector were funded for $732.84.

- Evaluation:

Of necessity, a prospective roster of future enrollees is kept for the Toy Lending Classes. Now some parents are borrowing the toys for a second pre-school child in the family. Side benefits are the lasting new approach that parents learn in dealing with the child, and an attitudinal one; that learning together can be fun! The Family Center serves as a lively source of practical information and inspiration.

CRITERIA FOR REPLICATION:

- General Criteria:

Pre-school children, ages 3 to 5, lacking opportunity for other kindergarten or nursery school experience.

- Staffing and Training Requirements:

One full-time librarian with experience in teaching and/or in children's library services. One trained volunteer (library can train) to assist with equipment and charging out loaned materials.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Write for paperback handbook: A Guide to Securing and Installing the Parent/Child Toy Lending Library as produced by the Far West Laboratory for Educational Research and Development, 1972. For sale by the Superintendent of Documents U.S. Government Printing Office, Washington, D.C. 20402. Price $1.50

Bibliography of recent additions to the Family Center is available for the asking, by including a self-addressed, stamped envelope.

- Demonstration/visitation:

Visitation by appointment only. Consultation by telephone or mail.

- Training capability:

On-site training through observation.

- CONTACT:

Mrs. Ruth M. Wuori, Librarian
Clovis-Carver Public Library
4th and Mitchell
Clovis, New Mexico 88101
(505) 769-1973

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PROJECT: PELICAN SUMMER READING FOR THE PHYSICALLY HANDICAPPED, INCLUDING THE BLIND

- Description:

The project is a statewide program to stimulate the reading interests of handicapped young people (ages 5-14) through an annual promotional effort using letters booklists and publicity. A central theme is chosen each year. In 1976 it is "Happy Birthday, America!" with all communications carrying out this theme. The young people's librarian conducts an outreach campaign, visiting schools for visually and physically handicapped youngsters. (Projections for the future include contact through educational television.) Children are required to read three books to receive a certificate which is given out statewide with the regular public library programs or by direct mail. (In 1976 we are anticipating a summer bicentennial "Birthday" party.)

- Users:

Young people ages 5-14 who cannot read or use conventional printed materials as a result of physical limitations (visually impaired, physically handicapped, and learning disabled).

- Facilities/Materials Required:

A regional library for the Blind and Physically Handicapped is required. Materials involved consist of letters to the children, letters to the public and school librarians along with other professionals, a bibliography on the program's theme (in 1976, we are using Freedom 76, a Library of Congress bibliography supplemented at the regional level), and reading certificates in braille and large print. Other items may be those required for a party at the local public library/ regional library.

- Descriptors:

Children's Services; Physically Handicapped, including Blind; and Homebound.

- Financial Requirements:

Mailing of materials to the Blind is postage free. Cost includes stationary, multilith masters, professional and clerical time, volunteer time, and postage on letters mailed to professionals. Cost of party to be considered but not included here. Total cost: $73.52.

- Evaluation:

With mainstreaming, many of our young people are now more active in other programs such as summer camps. However, we have maintained an average following of about 100 participants each year. Of these we reach an average of 25 new readers per summer.

CRITERIA FOR REPLICATION:

- General Criteria:

A regional Department for the Blind and Physcially Handicapped; young people with a visual or physical handicap who have time for summer reading; cooperation of various state agencies, local public libraries, schools, and news media to help promote the program and reach new young readers; a Young People's Librarian skilled in children's services and public relations.

- Staffing and Training Requirements:

One Young People's Librarian skilled in children's library service; a Supervisor for advice and experience of past years to provide continuity and expertise to the program; Technical assistant for bibliographic control; several clerical assistants for typing, duplication, and mailing; Braillist for transcription of braille reading certificate; and professionals associated with other agencies for publicity and aid in locating eligibles not yet registered.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Information packet including letters, brochures, and suggested news releases.
Log book on loan.
Louisiana recordings/braille.

- Demonstration/visitation:

Louisiana State Library 8:00 a.m. to 4:30 p.m. Appointments preferred.

- Training capability:

Instruction by mail. Personal appointments on site. Group talks.

- CONTACT:

Brenda Faul
Young People's Librarian
Louisiana State Library
Department for the Blind and
Physically Handicapped
P. O. Box 131
Baton Rouge, LA 70821

PROJECT: PRE-SCHOOL READINESS PROGRAM

- Description:

The project aims to prepare children for entry into formalized education by fostering the development of the logical thinking process in children as well as to provide training sessions for parents who are actively involved in the program. Activities are geared to aid growth in creativity, social participation, manual dexterity, reading readiness, listening skills, math skills, language expression, perceptional skills, and interest in books.

- Users:

Preschool four and five year old children and their parents.

- Facilities/Materials Required:

A library meeting room with blackout capability for film showing. Children's book collection, puppets, flannel board, arts and crafts materials, educational games, puzzles, blocks, doll house kitchen center, household items, films, cassettes, previewers, records, and language master.

- Descriptors:

Preschoolers/Parenting Programs

- Financial Requirements:

Preschool readiness program began with a grant of $2,800. The program, however, could be initiated with as little as $800 excluding the cost of library resources and facilities.

- Evaluation:

The program has proven to be highly successful in terms of children's performance and development as reflected by the Goodenough Draw A Man pre and post tests, librarian's observations, parents' questionnaire and children's and parent's remarks. A sampling of parents to ascertain their children's progress in their first year of school revealed that the preschool program had been a decided plus factor in their social and educational development. The success of this program is also reflected in the number of preschool parents who enrolled other children in their family who were eligible and in their recommendations to friends. Many of the participants became regular library users in their continued use long after the program ended. This early exposure to libraries seemed in most cases to have imparted an indelible impression to the youngsters of the public library as a pleasant experience.

CRITERIA FOR REPLICATION:

- General Criteria:

  Four and five year old preschoolers and their parents. Preference is given to those youngsters who have had no kindergarten experience.

- Staffing and Training Requirements:

  One full time librarian skilled in children's services and child development. The ratio of parents involved in the program was one adult to two children.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Bibliography of specially selected materials plus an outline of activities and programs available for $1.00.

- Demonstration/visitation:

  Visitation by appointment only.

  Albuquerque Public Libraries
  Esperanza Branch

- Training capability:

  Consultation by telephone--mail correspondence would be limited. Any travel would have to include expenses plus consultation fees.

- CONTACT:

  Norma Bobotis, Project Director
  Esperanza Branch Library
  5600 Esperanza Drive
  Albuquerque, N.M. 87105
  (505) 766-7899

PROJECT: REACH OUT AND GROW (ROG)

- Description:

The Reach Out and Grow (ROG) project aims to serve as a resource center for the disadvantaged including the mentally and physically handicapped population in Clay County and the immediate surrounding counties. There are approximately 5,000 people in this area that fall into this educationally, socio-economically and culturally deprived category. All groups are provided with film presentations and informational needs such as: books (including large print) records, and cassettes. The shut-ins are provided with a homebound delivery of library materials. Weekly story hours are conducted for the mentally handicapped and the economically disadvantaged children.

- Users:

Residents of nursing homes, retirement centers, and apartments for the aged; the Homebound; Headstart; and several groups of mentally handicapped ranging from children through adult.

- Facilities/Materials Required:

Telephone, meeting room, typewriter, inter-library loans, mail, State Library Commission, film catalog services, nursing home lounges and resident home lounges, general library collection, and special materials including puzzles, games, and A-V kits.

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- Descriptors:

Aging (Senior Citizens)
Children's Services
Homebound

- Financial Requirements:

Initial start-up costs including cost of staff, materials, and equipment $23,775.

Continuation cost per year approximately $10,000. Cost depends largely on the library's salary structures. Total staff time after initial start up period about 30 hours per week.

- Evaluation:

The purpose of ROG was to reach a segment of the non user community. Through this project those who formerly did not use or were restricted in their use of the library have become users. Statistics are kept on the number of programs and the attendance at each as well as the circulation of materials.

Controls are being developed to measure the number of reference questions directly related to the project.

CRITERIA FOR REPLICATION:

- General Criteria:

  The educational, recreational, and information needs of the aged, economically disadvantaged and mentally and physically handicapped.

- Staffing and Training Requirements:

  One full-time librarian skilled in cataloguing and reference work. One full-time children's librarian skilled in library services and selecting materials for programming.

  One part-time project coordinator who works well with all types of people. One full-time secretary trained in all types of processing skills.

  Volunteer speakers from community agencies to give presentations on various topics.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Large print books; subject area books; records; cassettes; cassette players; magazines subscriptions; pamphlets; film and overhead projectors; filmstrips; puzzles; and an annotated bibliography of specially selected materials.

- Demonstration/visitation:
  Visitations and demonstration
  Visitations and demonstrations are scheduled.

- Training capability:

  Consultation by telephone, mail, or through consultant services on-site training.

- CONTACT:

  John Houlahan, Project Director
  Spencer Public Library
  21 East Third Street
  Spencer, Iowa 51301
  (712) 262-2960

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PROJECT: Right to Read Project

- Description:

This project was aimed at teaching reading to the functionally illiterate adult through the combined efforts of Right to Read, the library, and adult basic education.

Involvement included professional library staff, reading specialists, reading tutors, adult basic education teachers, ABE consultants, and users.

Services provided by project included:
1. Reading instruction, both one-to-one and small group.
2. In-service training for library staff and consultants in ABE and teaching reading to functionally illiterate adults.
3. A quantity of literacy materials, adult-oriented easy materials in the library and a collection of professional books.
4. Library space and reading tutors for instruction of reading both day and evening.
5. Reading instruction in homes, churches, community centers, or any available space.
6. Avenues and encouragement for enrolling in ABE and GED classes.

- Users:

Adult functionally illiterates and their families.
Unemployed or under-employed persons.
Unskilled or semi-skilled workers.

- Facilities/Materials Required:

1. Meeting space (library, homes, community center, church).
2. Blackboard
3. Adult-oriented materials, on various levels, in substantial quantity and variety for teachers and students.
4. Audio-visual equipment very useful, not mandatory.

- Descriptors:

Adult Basic Education
Right to Read

- Financial Requirements:

Start-up cost for initial purchase of materials and reading tutors was a $40,000 grant from Right to Read. Consultation and staff development, throughout the project, were provided by Arkansas Library Commission professional staff (LSCA); Dept. of Education, Adult Education Section; and University of Arkansas, Division of Continuing Education.

- Evaluation:

1. Entry of adults into ABE and GED programs.
2. Records maintained to chart progress of individuals showed gain.
3. Further evaluation showed employment gained through upgrading reading skills.
4. Awareness created in functionally illiterate that library can serve them.
5. Community reading centers established.
6. Adult literacy materials in 10 little libraries.
7. Strong professional collection at headquarters in ABE and reading.
8. Favorable attitudinal change of communities toward library. Adult reading program appreciated by employers such as hospital administrators and county government.

CRITERIA FOR REPLICATION:

- General Criteria:

1. Recognition of adult illiteracy
2. Commitment on part of library to pursue literacy program
3. Consultants in adult basic education
4. Consultants in reading instruction
5. Space, equipment, materials for tutors and participants
6. Advisory council
7. Sharing of funds
8. Efficient and dedicated staff
9. Cooperation of newspapers, radio, churches, and community organizations
10. Cooperation of state, county, and local government agencies

- Staffing and Training Requirements:

One 1/2 time project director
One 1/2 time secretary - materials specialist
One 1/2 time shipping clerk
Minimum of three consultants including a library professional in service to the disadvantaged, a reading specialist, and an adult basic education specialist.

All personnel in contact with this program must have an awareness of the functionally illiterate adult. Workshops in ABE, 10 hours minimum; reading instruction, 10 hours minimum; selection of appropriate materials, 10 hours minimum.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Free:
Send S.A.S. envelope 8 1/2 x 11
Selected Bibliography of Professional Material
Understanding is Beautiful - A Bibliography of Black Literature
Jobs in Your Future - Career Bibliography
R2R Handout
Laubach Literacy flyer

For $1.00 plus S.A.S. 8 1/2 x 11 envelope:
Evaluation and Summary of Project

- Demonstration/visitation:

Examination center of all materials on site. Visitation by appointment. Consultation by phone or mail.

- Training capability:

On-site training display of material for students, consultants, and tutors. Trainers available at $50 per day plus travel in Arkansas; $100 per day plus travel outside of Arkansas.

- CONTACT:

Mrs. Katharine Keathley, Project Director
Ark. River Valley Regional Library
Dardanelle, Arkansas 72834

Telephone: (501) 229-4418

PROJECT: 3D (Services to the Disadvantaged with Computer Capability)

- Description:

3D, a cooperative Library Learning Center Project in three Dallas Public Library System Branch Libraries pooling the resources of Dallas Public Library, Dallas Independent School District, Dallas County Community College District and KERA-TV/Channel 13, is serving undereducated adults from ABE through college level.

Goals were to create a non-threatening adult learning environment in a public library where special equipment, materials, and personnel would be available to guide the undereducated adult to self-direct and pace his own learning and to incorporate guidance and information on career and alternate community learning opportunities into the general learning process with recognition of the total library as a learning resource.

- Users:

Any educationally disadvantaged adult who has the need and desire to enhance his life coping skills for purposes of job opportunities or enrichment. 88% of the users were new to the library.

- Facilities/Materials Required:

Per Learning Center:

1 TV monitor and video cassette player
1 computer terminal, phone and porte with access to an on-line computer

Materials--consummable workbooks, tape/print kits, video cassettes, programmed tape/filmstrips, slide/tapes, flash cards, signs, pocket calculators, etc.

Carrells--at least 2, earphones, listening station

Tables and chairs

Telephone

Space

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- Descriptors:

Independent Learning

Audio-Visual (Film, Cassettes, Radio, TV, Cable TV, Videotape)

Adult Basic Education

- Financial Requirements:

$5,000--year's rental of 2 computer terminals and computer access components at one Center
$4,000-$5,000 per Center--video/cassette player/monitors and other hardware.
$20,000+--facilitator/guidance staff--resource pooling.
$10,000--other hardware/software. The concept lends itself to the possibility of alternate staffing with volunteers and minimal materials support.

- Evaluation:

Independent learning can and does begin to function at the lowest learning levels.

The need for more evaluation of and experimentation with computer assisted instruction is definitely indicated. This project demonstrated community needs so great that it brought in more people than staff and space available could handle.

Replication endeavors would possibly need to be more selective in group levels served and sophistication of offerings.

CRITERIA FOR REPLICATION:

• General Criteria:

A good continuing publicity program until word-of-mouth referral begins. Strong program of community agency contacts. A demographic needs assessment.

In general each institution must be able to function with maximum flexibility and committment to strengthen support services to enable the learner to function independently.

A strong commitment of library administration and staff to work with personnel from coordinating agencies is required.

Ability to react with constructive change in meeting new learner needs and to encourage and respond to awakening community interest and needs is paramount.

• Staffing and Training Requirements:

1 Librarian Director--half time
1 Clerk/Secretary--half time
1 Guidance Associate
3 Facilitator/Teachers
3 Work Study/Student Guidance Assistants

Dallas Independent School District ABE/GED facilitator/teachers and Dallas County Community College District guidance associate were trained by coordinators from each agency.

Orientation to the Dallas Public Library System was done by library staff.

Continuing training by 3D Librarian Director to library philosophy of learning facilitation vs. individualized instruction and guidance to open community options vs. limited source direction.

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SERVICES OFFERED BY PROJECT LIBRARY:

• Project Materials:

GED Information Booklet

Preparing for the GED Tests

Financial Aid Information Booklet

On Your Way

Free--one copy of each; limited number available.

• Demonstration/visitation:

Consultation by telephone or mail.

• Training capability:

Consultation available for travel fee.

• CONTACT:

Jean Brooks, Project Director
Dallas Public Library
1954 Commerce Street
Dallas, Texas 75201
(214) 748-9071

PROJECT: Sharing Literature with Children

- **Description:**

"Sharing Literature with Children," the number one service of the Children's Department of the Orlando Public Library, is designed to provide positive literature experiences for ALL the children in the library district through adults in the community. The staff conducts workshops ranging in length from 30 minutes to three hours, to instruct participants in the art of storytelling, the importance of reading books to children, the techniques of making simple puppets and flannel board materials to aid in sharing stories, and the values of using stories which are well-produced in a variety of audio-visual formats. The staff takes the workshops out into the community with each agency receiving its own tailor-made program.

- **Users:**

Adults in community agencies, organizations, and institutions are the direct recipients who in turn work with children from infancy through preteens.

- **Facilities/Materials Required:**

No library space is required since the workshops are held out of the library at the facilities of the agencies involved. The library must have an adequate supply of resources to circulate to participants.

- **Descriptors:**

Children's Services, Outreach, Preschoolers/Parenting Programs.

- **Financial Requirements:**

Dependent upon the priority given it by the individual library. If it is begun on a limited basis, existing staff with existing resources can carry on the program. If greater emphasis is placed on the program, additional staff will be necessary.

- **Evaluation:**

A formal study conducted by Florida Technological University showed only positive responses. More people use books with children and use the library after they have participated in a workshop.

CRITERIA FOR REPLICATION:

- **General Criteria:**

  Staff trained to teach storytelling and related activities to adults in the community.

- **Staffing and Training Requirements:**

  Flexible depending upon how extensively the library wants to develop the program.

SERVICES OFFERED BY PROJECT LIBRARY:

- **Project Materials:**

  A manual of instructions for storytelling and puppetry including bibliographies (available for $2.00)
  A film, "Sharing Literature with Children," which describes the program (available for $195.00).
  A film "What's Great About Books," designed for parent education available late 1976.

- **Demonstration/visitation:**

  Visitation by appointment.
  Consultation by arrangement.

- **Training capability:**

  Consultant services, workshops, on-site training.

- **CONTACT:**

  Carolyn Sue Peterson
  Head, Children's Department
  Orlando Public Library
  10 N. Rosalind
  Orlando, Fla. 32801
  (305) 425-4694

PROJECT: SOUTHWEST MISSOURI LIBRARY NETWORK

- Description:

The Network is designed to make available area-wide interlibrary loan and reference services to all libraries and all individuals in Southwest Missouri. It provides area-wide coordination of library service and development of new programs. The Network provides a means for bibliographic control of resources through such devices as union catalogs, union lists, communication links, etc. The Network aims to provide an additional Resource Library in Missouri which will coordinate resources in the area making them available for residents of Missouri. The Network includes nineteen counties covering 12,164 square miles.

- Users:

Residents of Southwest Missouri.

- Facilities/Materials Required:

The Central Library of the Springfield-Greene County Library is used as the headquarters of the Network. Thus, the 254,000 volume collection housed in this building and the branch collections are used extensively. Bibliographic tools are used there and at the library at Southwest Missouri State University. An employee travels daily to this academic library and to Drury College in Springfield to search for materials to fill requests. Thus, an automobile is needed for transportation. Communication is done via telephone, TWX, radio phone, and the mail. Desks for the employees and a typewriter are needed.

- Descriptors:

Interlibrary Cooperation,
Library Networks

- Financial Requirements:

Operating budget of $24,500 for fiscal 1976-1977. Part of this amount is LSCA funding and part is pledged by the participating libraries. In addition, $5,000 is used to employ a part-time bibliographer for one year. Also, a position for Network Coordinator has been funded for $17,500 a year for a two-year period. This amount includes salary, travel expenses, and fringe benefits.

- Evaluation:

The demands on the Network have increased to the point where more staff time is required. Reference service requests have doubled since the Network was initiated. Interlibrary loan transactions have increased substantially with many more being filled from area sources than was formerly the case. Participation in the in-service training programs offered by the Network have increased dramatically and the programs have become much more sophisticated with university and college teaching staff involved.

CRITERIA FOR REPLICATION:

- General Criteria:

There must be a geographic area where smaller libraries can benefit from the availability of resources provided by larger libraries of various types. It is through the cooperation of public, academic, school, and special libraries that all agencies concerned can profit.

- Staffing and Training Requirements:

Permanent staff consits of one full-time clerk and one full-time assistant with a college degree. Training can be done within the headquarters of the library. A one year part-time position exists currently for a professional bibliographer. A two-year position has just been funded for a professional librarian to act as Network Coordinator. This Coordinator will work closely with the Missouri State Library in evaluating and expanding networking in Missouri.

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SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

"By-Laws: Southwest Missouri Library Network" and Special Resources of Southwest Missouri Libraries (now being updated).

- Demonstration/visitation:

Observation and visitation by appointment only.

- Training capability:

Observation and explanation at the site.

- CONTACT:

Everett Sanders, Coordinator
Southwest Missouri Library Network
Springfield-Greene County Library
MPO Box 737
Springfield, Missouri 65801
(417) 869-4621

PROJECT: "SPECIAL DELIVERY"

- Description:

  The Project provides library services to Physically Handicapped and Blind persons in the 13-county region. Emphasis is on large print books, magnifiers, books-by-mail, and audio-visual materials for service to handicapped persons residing in health care facilities, persons visually handicapped, those unable to use their public library due to disability, distance, or inconvenient hours. Referrals to the Iowa Commission for the Blind are also made.

- Users:

  Physically Handicapped and Blind persons, mentally handicapped, and senior citizens.

- Facilities/Materials Required:

  Facilities and equipment: Bookmobile and Volkswagon minivan, garage, room, desk and work table for preparation of materials, shelves.

  Materials: large print books, audio-visual (films, cassettes), paperback books.

- Descriptors:

  Physically Handicapped and Blind
  Bookmobile
  Institutionalized

- Financial Requirements:

  Start-up costs included $17,000. Bookmobiles were already available.

- Evaluation:

  Records are kept determining the circulation figures for the various cassettes, books, films, etc. These records indicate a great need for the services provided. Another indication of the success of the project is the personal testimony of users, who speak highly of the service.

CRITERIA FOR REPLICATION:

- General Criteria:

Need for outreach services to nursing homes, retirement centers, Handicap Village, county homes, and onterh non-users. Local support and publicity are necessary for continuation of service. Also, users must be utilized in planning in order to insure support for future proposals.

- Staffing and Training Requirements:

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Lists of materials available (large print books, magnifiers, old-time radio cassettes, films, books-on-cassettes, paperback books for mailing), brochrue detailing service.

- Demonstration/visitation:

Location: NORTH CENTRAL REGIONAL LIBRARY SYSTEM, Mason City, Iowa.

Visitation by appointment.

- Training capability:

Coordinator available for workshops and consultation.

- CONTACT:

Mary Loven, Grants Coordinator
NORTH CENTRAL REGIONAL LIBRARY SYSTEM
225 Second Avenue, S.E.
Mason City, Iowa 50401
(515) 423-1101

PROJECT: SYMPHONY FOR SENIORS

- Description:

Symphony for seniors is a cooperative project of the Green Gold Library System and the Shreveport Symphony. The aim of the project is to bring free professional-quality musical performances to persons 60 or older in the 8-parish area served by Green Gold. Many of these senior adults live in areas where such performances would never be offered; others ordinarily cannot afford to attend performances because of the normally high cost. String and woodwind quartet performances were held in each parish, and a single opera performance was held in Shreveport, with carpooling and busing encouraged in cooperation with area churches and aging agencies.

- Users:

Senior adults (60 or older).

- Facilities/Materials Required:

Stage areas for ensemble performances (branch libraries, community-owned theaters, church properties, etc., were all used by Green Gold libraries), audience area with seating programs listing performers and music to be performed. The Shreveport Symphony provided performers, instruments, sheet music, etc.

- Descriptors:

Aging (Senior Citizens)
Arts and humanities

- Financial Requirements:

$1,500 grant for Louisiana State Arts Council, with matching and in-kind services of Shreveport Symphony in neighborhood of $8,330. Library System donated $150 for duplication of programs and publicity flyers plus substantial staff time.

- Evaluation:

Attendance at quartet performances has ranged from 20 to 120 and has suffered on occasion from such mudane matters as bad weather. Attendance at opera performance during both years of project was between 1,000 and 1,200--evidence of substantial interest. Comments from those persons attending has without fail been favorable and has urged continuing the program.

CRITERIA FOR REPLICATION:

- General Criteria:

  Senior adult audience with interest in classically oriented music.

  Substantial good will and commitment from Symphony orchestra and its governing board to make program economically feasible.

- Staffing and Training Requirements:

  Good will and commitment in time for one staff member to coordinate project together with Symphony orchestra manager. Could be absorbed into a full-time staff member's work load.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  Programs, flyers, news releases to publicize the program.

- Demonstration/visitation:

  Visitation by appointment. Consultation by phone or mail.

- Training capability:

  Consultation by phone or mail, or visitation at address below.

- CONTACT:

  Bill Drewett, Director
  Green Gold Library System
  400 Edwards Street
  Shreveport, LA 71101
  (318) 221-0101

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Texas Trans Pecos Library System

PROJECT: Books By Mail Program

- Description:

The project was created to provide paperback reading materials to isolated West Texas area, rural residents. Twelve small towns and the City of El Paso occupy a 30,000+ square mile region. Distances to local libraries can be as much as a day's drive for some residents. The paperbacks are loaned for a one month period to those requesting, from a catalogue of listed titles. The catalogue contains both English and Spanish materials and instructions are printed in both languages. Postage is paid in both directions, there are no fines. Little book loss has been experienced.

- Users:

Rural residents of system area.
English and Spanish are the predominant languages.

- Facilities/Materials Required:

Well distributed assortment of English language paperbacks in the categories Fiction, Non-Fiction, Best Sellers, Young People Children. (May use commercial service.) Comparable selection of Spanish paperbacks in same categories. Novelas, No-Novelsca, etc., 400 square feet of floor space to hold collection of 4,500 paperback titles. Two work tables with chairs for staff. Ten ranges of 6 lineal ft. shelving, 8 ft. in height. Need access to printing service and Spanish materials for self produced Spanish section and Bilingual cover. Extra large stapler for binding catalogue. Postage scale and meter desirable. 4,000 jiffy bag mailers in two sizes for large and small paperback formats. Printed labels for mail and for return. Daily package transportation to Post Office necessary. Bulk mail permit highly desirable. Typewriter and table or desk. Adding machine or calculator. File cabinet. Secretarial chair. Usual office supplies.

- Descriptors:

Books By Mail
Bilingual/Bicultural
System Development

- Financial Requirements:

Salaries, books and materials and Operating Expenses for a program serving about 35,000 people totals $26,000. No space rental costs are reflected. The initial year of operation will require additional $5,000 in equipment and shelving costs.

- Evaluation:

The projected circulation for the program during FY1975 was 6,000. It circulated over 8,000 books for a success rate of 125%. Numerous cards and letters have also indicated its success with the public. A survey questionnaire was also used to measure response to the program.

CRITERIA FOR REPLICATION:

- General Criteria:

Support of any group even remotely affected is very helpful. This project was initiated with its first year as a trial in order to study the effect on local library circulation. This was an expressed concern from System member libraries. The System Advisory Council supported the program strongly from the start. The trial year proved that circulation grew in every local library with only two exceptions. Service to shut ins could benefit from retiree groups' support. Users generally sell themselves on the program.

- Staffing and Training Requirements:

1½ staff members per 25,000 target audience or 5,000 collection. Our one and one half are clerical staff. The System Coordinator serves as Project Director devoting about 1/5 time during the initial year. This was reduced to 10% for the following year. Professional guidance is needed during selection, policy setting and decision making sessions, but most other activities are clerical in nature. Typing skills, the ability to compose simple correspondence, to file, and to record statistics are necessary for clerical staff. The project director may need experience in monitoring progress of the program, administering personnel and the skills of a professional librarian in selection activities. Public appearances may require good ability to communicate, comfortable style with audiences.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

Copy of the current year's catalogue at no cost. Copy of proposal document will include billing for xerox charges.

- Demonstration/visitation:

Texas Trans-Pecos Library System
Office
El Paso Major Resource Center
501 N. Oregon
El Paso, Texas 79901

- Training capability:
Consultant services for assessment of program needs, preparation of proposal or program - $150 per day + travel and per diem. (Includes selection aids, staff training.) Workshops at your location to train (fees as above) staff or to promote program acceptance. On site training - by arrangement with System Coordinator (no charge - all expenses must be absorbed by trainee. Includes field trip to local sources of Spanish materials.)

- CONTACT:

Mrs. Marilyn L. Hinshaw
System Coordinator
Texas Trans Pecos Library System
501 N. Oregon
El Paso, Texas 79901

Telephone (915) 544-6772

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PROJECT: TWO APPROACHES TO LIBRARY SERVICE FOR PRE-SCHOOL CHILDREN AND SENIOR CITIZENS

- Description:

The project aims to extend library services to groups of senior citizens and pre-school children in designated areas of Fort Worth, whose lack of mobility generally precludes their using a fixed-location library.

Librarians conduct one program a month (45 minutes long) for each group, usually using A-V materials; furnish transportation for those in two branch areas and transport materials and services to central city patrons in bookmobile; provide training and resource materials to increase the expertise of those working with pre-school and Senior Citizens groups.

- Users:

Pre-school and senior citizen groups in defined target areas. Groups also defined economically, e.g., federally-funded or non-profit agencies.

- Facilities/Materials Required:

Combined office and A-V storage room in branches plus an area in branch where A-V programming can be carried out.

24 feet bookmobile and facilities in day care and senior citizen centers.

Office/A-V storage area in extension department.

Specially selected print materials, films, filmstrips, cassettes and A-V equipment.

- Descriptors:

Outreach
Aging/Children's Services
Audio-Visual

- Financial Requirements:

Start up cost: $7.88 per person served-figured on first quarter figures. Start up cost which includes transportation for the first quarter of our second year: $6.54. Overall average cost per person has been $5.68 excluding the cost of basic library resources already available.

Total equipment budget $28,871.
Total materials budget $42,400.
July '74 through August '76.

- Evaluation:

Records were kept at the direction of the State Library. Number of each age group and minority group attendance; number and type of programs; and circulation figures for both print and non-print materials. Cooperating community agencies will evaluate the program's effectiveness for their clients. Interview with Senior Citizens and pre-school children by third party to evaluate their awareness of the library's services. A cost comparison of service outside the branches will be made by the project staff.

CRITERIA FOR REPLICATION:

- General Criteria:

  Disadvantaged children (under 6) and Senior Citizens (over 60) who need transportation to the library or need the library brought to them. Target areas were chosen because of their minority and/or low-income characteristics.

- Staffing and Training Requirements:

  Program operates with 1 director and 1 clerk typist; 3 librarians (1 in each of 2 branches and 1 in extension department); 1 full-time and 2 part-time equipment operators.

  Director coordinates Outreach activities with other agencies serving these groups; directs public relations and volunteer activities; compiles reports and budgetary matters; arranges workshops; supervises clerk and assists with programming.

  Program could operate without director with branch and extension department heads taking over those duties and clerical help could be furnished by regular department clerks.

  Librarians skilled in children's and elderly services; use of A-V materials and equipment; and programming techniques.

SERVICES OFFERED BY PROJECT LIBRARY:

- Project Materials:

  A twenty-five minute slide-tape program will be available for loan after August 31, 1976.

  Bibliographies of selected materials including 16 mm films. A sample available upon request.

- Demonstration/visitation:

  Visitation by appointment only. Observation of program before July 31, 1976.

  Program terminates on August 31, 1976. Consultation by telephone or mail before August 31, 1976.

- Training capability:

  Workshops for pre-school and senior citizen group staff; consultation with staff before August 1. After August 31 staff will be available on a free lance consulting basis. (Fee $6.00 per hour plus expenses.)

- CONTACT:

  Mary Harding, Program Director
  Outreach Program
  615 Texas Street
  Fort Worth, Texas 76102
  (817) 335-4781 Ext. 51

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